

NOTICE

There is a job vacancy with the **BAY COUNTY 911 CENTRAL DISPATCH EMERGENCY MANAGEMENT DIVISION.**

JOB TITLE: EMERGENCY MANAGEMENT COORDINATOR

SALARYRANGE: \$39,644.80 entry, progressing to \$45,531.20 per year after 3 years (PB06)

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants will first be considered.

GENERAL SUMMARY: Under general supervision of the 911 Director, or designee, is responsible for the administration, planning, coordination and operation of all emergency management activities in Bay County. Develops, reviews and implements plans and programs in preparation for disasters and related emergencies in Bay County. Acts as liaison between Bay County and other political subdivisions, including the State of Michigan and Federal Government to ensure effective emergency management operations.

TYPICAL DUTIES:

1. Develops and maintains current Bay County Emergency Action Guidelines as well as support plans for other municipalities.
2. Develops and maintains disaster plans for the use of facilities, equipment, manpower and other resources within Bay County.
3. Coordinates the recruitment and training of volunteer personnel and agencies to augment the personnel and facilities within Bay County.
4. Develops and presents public information programs educating the general public about necessary actions that are required for the protection of persons and property in an emergency situation.
5. Conducts an annual disaster training & exercise program to insure the efficient operation of the county's emergency organization as required by Federal Emergency Management Agency and the Michigan State Police.
6. Responsible for maintaining the operational readiness of the Emergency Operations Center (EOC) the back-up EOC, the Joint Information Center (JIC) and the Incident Command Trailer.
7. In the event of an emergency situation, activates the EOC, gathers and disseminates available data and information and initiates relief practices as established.
8. Coordinates disaster mitigation, preparedness, response, and recovery activities.
9. Responsible for the development, review and implementation of the Bay County Hazard Mitigation Plan, Bay County Continuity of Operations Plan, the Bay County Emergency Action Plan and other plans.
10. Participates in the Local Emergency Planning Committee, the Bay County Local Planning Team Committee, the Regional Homeland Security Board, the Bay County 911 Tech Committee, the Saginaw River All Hazards Committee, the Bay County Fire Chiefs Association and other Committees, as directed.
11. Maintains compliance with all applicable federal government, State of Michigan and local government laws, ordinances, policies and procedures as they apply to emergency preparedness and response.
12. Prepares reports, statistical summaries, budgets, state and federal grant applications. Applies for state and federal disaster assistance and aid, as needed.
13. Responsible for maintaining and updating information in Crisis Information Management Software (WebEOC), as needed and required.
14. In coordination with 911, responsible for maintaining the Bay County public warning capability including: BAY Alerts, the Outdoor Public Warning System, EMnet and the Emergency Alert System.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS DESIRED: Possession of a baccalaureate degree. Combination of experience and education in emergency management may be considered in lieu of bachelor's degree. Completion of Michigan State Police Emergency Preparedness Professional Development Courses. Applicants may be required to take written and/or other examinations.

Substantial knowledge of principles, practices, technical equipment and methods of utilization relating to emergency management. Knowledge of governmental functions and the ability to effectively communicate with private local, state and federal agencies and the general public. Ability to exercise good judgment in potential highly stressed emergency/disaster situations. In certain instances, some necessary training may be completed after hire.

PHYSICAL REQUIREMENTS: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/US mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than **4:00 p.m. Friday, January 25, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.